

MAINTENANCE TRAINING PROGRAM

13 December 2001

From: COMHELTACWINGPAC Maintenance Officer

To: All COMHELTACWINGPAC Squadrons

Subj: LOCAL COMMAND PROCEDURES FOR NAVAL AVIATION MAINTENANCE
PROGRAM STANDARD OPERATING PROCEDURES (NAMPSOP) (OPNAVINST
4790.2H, VOLUME V) CHAPTER 2

Ref: (a) COMHELTACWINGPACINST 4790.12B
(b) COMHELTACWINGPACINST 4790.11B (CHG-1)
(c) COMHELTACWINGPACINST 3750.1B (CHG-2)
(d) OPNAVINST 4790.2H

Encl: (1) Aviation Storekeeper OJT Syllabus (CHTWP Form
4790/15)
(2) Aviation Maintenance Administrationman OJT Syllabus
(CHTWP Form 4790/16)
(3) Quality Assurance OJT Syllabus (CHTWP Form 4790/17)
(4) Corrosion Control OJT Syllabus (CHTWP Form 4790/18)
(5) Line Technician OJT Syllabus (CHTWP Form 4790/19)
(6) MH-60S AD Maintenance Technician OJT Syllabus (CHTWP
Form 4790/20)
(7) MH-60S AE Maintenance Technician OJT Syllabus
(CHTWP Form 4790/21)
(8) MH-60S PR Maintenance Technician OJT Syllabus
(CHTWP Form 4790/22)
(9) MH-60S AM Maintenance Technician OJT Syllabus (CHTWP
Form 4790/23)
(10) MH-60S AO Maintenance Technician OJT Syllabus (CHTWP
Form 4790/24)
(11) MH-60S AT Maintenance Technician OJT Syllabus (CHTWP
Form 4790/25)
(12) H-46D AD Maintenance Technician OJT Syllabus (CHTWP
Form 4790/26)
(13) H-46D AM Maintenance Technician OJT Syllabus (CHTWP
Form 4790/27)
(14) H-46D AO Maintenance Technician OJT Syllabus (CHTWP
Form 4790/28)
(15) H-46D Avionics Maintenance Technician OJT Syllabus
(CHTWP Form 4790/29)
(16) H-46D PR Maintenance Technician OJT Syllabus (CHTWP
Form 4790/30)
(17) HH-1N AD Maintenance Technician OJT Syllabus (CHTWP
Form 4790/31)

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- (18) HH-1N AE Maintenance Technician OJT Syllabus (CHTWP Form 4790/32)
- (19) HH-1N AM Maintenance Technician OJT Syllabus (CHTWP Form 4790/33)
- (20) HH-1N AO Maintenance Technician OJT Syllabus (CHTWP Form 4790/34)
- (21) HH-1N AT Maintenance Technician OJT Syllabus (CHTWP Form 4790/35)
- (22) HH-1N PR Maintenance Technician OJT Syllabus (CHTWP Form 4790/36)
- (23) H-3 AD Maintenance Technician OJT Syllabus (CHTWP Form 4790/37)
- (24) H-3 AE Maintenance Technician OJT Syllabus (CHTWP Form 4790/38)
- (25) H-3 AM Maintenance Technician OJT Syllabus (CHTWP Form 4790/39)
- (26) H-3 AO Maintenance Technician OJT Syllabus (CHTWP Form 4790/40)
- (27) H-3 AT Maintenance Technician OJT Syllabus (CHTWP Form 4790/41)
- (28) H-3 PR Maintenance Technician OJT Syllabus (CHTWP Form 4790/42)
- (29) Service Record Verification (CHTWP Form 4790/43)

1. Purpose and Scope.

a. To standardize program procedures within COMHELTACWINGPAC squadrons, it is necessary to establish specific guidelines for the development, implementation and evaluation of the Maintenance Training Program.

b. This instruction cancels COMHELTACWINGPAC NAMPSOP, Chapter 2, dated 2 July 2001.

2. COMHELTACWINGPAC Command Procedures.

a. Division Officer shall:

(1) Monitor the training program within the division/branch/detachment.

(2) Issue a monthly training schedule, including required training outlined in ref (d), and those areas where deficiencies have been identified by higher authority maintenance assessments, inspections, and local Quality Assurance audits.

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(3) Review Qualification/Certification Records quarterly for format, content, and to ensure training is being documented.

(4) Ensure personnel are not assigned to unsupervised tasks for which prior training has not been accomplished.

b. Work Center Supervisor shall:

(1) Ensure OJT and training syllabi are maintained in a centralized location accessible to trainees at all times. While trainees will be responsible for maintaining the syllabus and ensuring sign-offs are obtained in a timely manner, the work center supervisor will carefully monitor each trainee's progress.

(2) Assist Division Officer in scheduling training.

c. Detachment/Work Center Training Petty Officer shall:

(1) Review Qualification/Certification Records quarterly for format, content, and to ensure training is being documented. Forward to Division Officer for quarterly review.

(2) Ensure training by Engineering Technical Services is documented in Qualification/Certification Records on Training Syllabus, OPNAV 4790/33.

d. On the Job Training (OJT)

(1) Maintenance Technician OJT shall be documented utilizing COMHELTACWINGPAC OJT Training Syllabi, enclosures (1) through (28) as applicable. Additionally, candidates for CDI, QAR, and CDQAR shall utilize enclosure (3), and requirements outlined in reference (a).

(2) When Qualification/Certification Record becomes too bulky, a Locator Sheet may be used for both in-process and completed training syllabi.

(3) Maintenance Control Coordinators shall utilize the Maintenance Control Training Syllabus located in reference (b).

(4) Service schools, Professional Qualification Standards (PQS), and other documents entered in member's Service Record may be documented utilizing Service Record Verification, enclosure (29).

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e. Supplemental Lesson Guides

(1) A copy of all lesson guides shall be forwarded to COMHELTACWINGPAC (Code N41A) for review and approval prior to introduction into squadrons.

f. Qualification/Certification Record

(1) Left Side, Section 1 (Current Letters/Certificates of Designations/Qualifications). All supporting documentation leading to certification or designation shall be maintained directly behind the qualifying letter or designation. Dispersed Technical Publication Library (DTPL) Petty Officer billet description and completed DTPL OJT constitute a designation, and shall be maintained in this section.

(2) Left side, Section 2 (Medical certifications). A copy of current signed CPR card, front and back, shall be maintained in this section. Until card is received, a copy of CPR certification or re-certification muster sheet, signed by the instructor will suffice. Muster sheet shall identify class title, instructor, date of certification, and certification expiration date.

(3) Right Side, Section 5 (Egress/Explosive System Check-Out Certification). Ordnance training shall be maintained in separate individual training jacket per reference (c). Locator sheets for ordnance training jackets may be placed here.


E. J. GAWLIK

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